

STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES		Policy Number IO-SC-18	Applicability <input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
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Chapter 3 INSTITUTIONAL OPERATIONS	Sub Chapter SECURITY & CONTROL	Related DOC Policies AD-GA-06 HSP-104 IS-RO-01	Administrative Code Reference N/A
Subject SEARCHES		ACA Standards 4-4192, 4-4193, 4-4194 PREA Standards 115.15(a)(c)(f)	Responsibility Dan Craig
		Effective Date August 2016	Authority Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

To specify search methods approved for use by staff in Iowa Department of Corrections' (IDOC) institutions on offenders, offender quarters, visitors and other areas of the institution.

II. POLICY

It is the policy of the IDOC to use efficient search techniques to deter the fabrication, introduction, or conveying contraband, and to discover breaches in institution security.

CONTENTS

A. Purpose of Searches

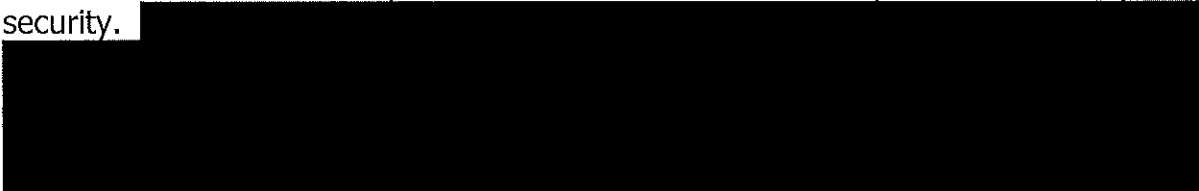
- B. Offender Searches
- C. Body Scan Search
- D. Housing Unit/Work Site/General Area Searches
- E. Annual Lockdown
- F. Search of Personal Vehicles on State Property
- G. Documentation
- H. Staff Training

III. DEFINITIONS

- A. Full Body Scanner – screening device that uses millimetre waves (MMW) radio frequency technology to detect concealed objects.
- B. See IDOC Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property and to prevent escapes and other disturbances. Frequent, unannounced searches of offenders, housing units, and other areas of the institution shall be routinely conducted as often as necessary to ensure safety and security.



Searches shall be conducted in a manner to avoid unnecessary force, destruction of property or embarrassment to the offender. In addition staff shall be responsible for routine random searches of individuals and areas. Searches shall be recorded in ICON.

Other information on searches during the admission process is covered in IDOC Policy **IS-RO-01**, *Offender Admission Procedures*. **(4-4192)**

- A. Purpose of Searches

Searches are not to be used for punishment or harassment, but for the following purposes:

1. Prevent the introduction of weapons or other dangerous contraband;
2. Detect the manufacture of weapons, escape devices, drugs, alcohol, etc., inside the institution;
3. Enforce rules designed to eliminate causes of tension between offenders and to discourage theft and trafficking in facility supplies;
4. Prevent waste or destruction of facility property; and
5. Discover hazards to health or safety that may go unnoticed during routine inspections.

B. Offender Searches

Offender searches require expertise and professionalism.

1. Pat Searches

- a. Pat searches of male offenders may be conducted by female employees, may be performed in any area of the institution and during movement on a routine or random basis.
- b. Pat searches of female offenders may be conducted only by female employees unless there is substantial reason for an immediate search and no qualified female employee is available. All cross gender pat searches of female offenders shall be documented by memo to the Associate Warden of Security and the Warden or otherwise documented in accordance with a specific institutional procedure. Pat searches of female offenders may be performed in any area of the institution and during movement on a routine or random basis. **(PREA 115.15)(c))**
- c. A metal detector search may be done in addition to a pat search under the same circumstances.
- d. Pat searches ordinarily do not require an offender to remove clothing other than coats, hats and gloves; they are most often used in the daily routine of an institution.
- e. When wearing gloves staff shall change gloves whenever there is contamination by visible blood.

- f. Associate Warden/Security shall establish local procedures to document pat searches and to monitor their performance.

2. Unclothed Body Search

- a. An unclothed body search is a visual body search, meaning a Correctional Officer shall not touch an offender during a strip search unless it's a forced search. Staff shall wear protective gloves while conducting unclothed body searches. Gloves shall be changed whenever there is contamination by visible blood. Staff of the opposite sex may perform an unclothed body search and visual body search, in exigent circumstances. However, even at these times, searches of the opposite gender must be conducted with dignity and professionalism, and only if a correctional officer of the same gender is not available and there is a legitimate serious security concern that a weapon or dangerous contraband may be recovered by the search that could not otherwise be retrieved. Staff shall document the reasons for the opposite sex search by memorandum and forward to the Warden through the Associate Warden of Security. **(PREA 115.15(a)(c))**

- c. When male and female offenders are housed in the same institution, there shall be at least one male and one female staff member on duty to ensure that routine same-gender unclothed body searches are conducted.

3. Body Cavity Search

- a. A body cavity search consists of a visual, manual, or instrument inspection of an offender's anal or vaginal cavity.
- b. Visual inspections of offender body cavities may be authorized by Warden on a reasonable belief that the offender is carrying contraband or other prohibited material on or in the body. Such an inspection shall be conducted in privacy by a designated, qualified health practitioner. (LPN, RN, PA, Physician) (**PREA 115.15(a)**)
- c. Manual or instrument inspection of an offender's body cavities shall be done by a Medical Practitioner (PA or Physician) on authorization of the Warden. Refer to IDOC Policy **HSP-104**, *Security Interface*.
- d. Each occurrence shall be fully documented with a copy of the authorization from the Warden kept in the offender's file. (**PREA 115.15(c)**)
- e. When body cavity searches are required, non-intrusive scanning devices, such as ultrasound equipment may be used by Medical Practitioner instead of manual or typical instruments.
- f. X-rays and instrument or surgical intrusions (including use of an otoscope, forceps, anascope, vaginal speculum, etc.) shall be used only where there exists no reasonable alternative as authorized by the Warden and Deputy Director of Institution Operations. The x-ray may not be performed if it is determined by the Medical Practitioner that it is likely to result in serious or lasting medical injury or harm to the offender. Staff shall fully document the examination and the supporting reasoning in the offender's medical file with copies to the IDOC Medical Services Director, Deputy Director of Institution Operations and the Department Duty Officer. See IDOC Policy **AD-GA-06**, *Reporting of Critical Incidents and Duty Officer System*. (**4-4193**)

4. Close Observation Status/Dry Cell Status

- a. 

[REDACTED]

Such placement is commonly referred to as close observation/dry cell status. Such authority may be delegated by the Warden to the Shift Supervisor, who in turn may consult with the institution duty officer or Associate Warden/Security prior to close observation placement status.

- b. The length of close observation/dry cell status is to be determined on an individual basis. The Associate Warden/Security shall be in consultation with qualified health service personnel to determine when termination is appropriate. Detaining an offender under a close observation/dry cell status beyond seven days requires approval of the Warden. The Associate Warden/Security and qualified health services staff shall review status with Warden.

- c. Close observation/dry cell status procedures include:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

C. Body Scan Search (millimeter wave or backscatter x-ray)

1. Body Scan searches shall be conducted in a respectful and dignified manner by trained staff of the same gender as the offender being searched. In an emergency, (e.g., escape, riot, etc.), this gender provision may be waived. However, even at these times, searches of the opposite gender must be conducted with dignity and professionalism, and only if a correctional officer of the same gender is not available and there is a legitimate serious security concern that a weapon or dangerous contraband may be recovered by the search that could not otherwise be retrieved. **(PREA 115.15(a))**
 2. Staff of the opposite sex may perform a body scan search, in exigent circumstances, and shall document the reasons for the opposite sex search by memorandum and forward to the Warden through the Associate Warden/Security. **(4-4194)(PREA 115.15(c))**
 3. As a sound correctional practice, body scan searches may be performed on offenders in situations similar to those calling for unclothed body searches. In cases where body scan equipment is not functioning properly, unclothed body searches may be substituted.
 4. Institutions shall ensure that staff operating body scanners are properly trained. Staff operating backscatter x-ray units (Rapiscan 1000 SP) shall wear dosimeters.
- [REDACTED]

6. Institutions shall contract with qualified service providers to ensure that body scanners are properly calibrated and maintained.

D. Housing Unit/Work Site/General Area Searches

1. Searches of housing units, work areas and general searches shall be performed on an unannounced and irregular basis with or without the offender's presence.

[REDACTED]

2. The cell conditions shall be virtually the way it was found before the search. Offender personal property shall be treated with dignity and respect and shall not willfully be discarded, broken or misplaced.

3. Each institution shall establish the following standards:

[REDACTED]

[REDACTED]

- c. When there is a question relative to the legitimacy of a religious artifact, the institutional chaplain/religious coordinator shall be consulted for direction.

[REDACTED]

- e. Each institution shall establish logs in all housing units (including detention units) to document cell searches. The log shall reflect the cell or room number, bed number (if applicable) offender's name, IDOC number, date, time, remarks to include contraband discovered, type and disposition of contraband, and the searching officer's name and badge number. These logs shall be retained for two years.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

E. Annual Lockdown

To strive for as safe an environment as possible for the public, staff and offenders, the Warden may annually lockdown the institution to search the institution and offenders for contraband.

1. In consultation with the Deputy Director of Institution Operations, the Warden shall determine the date of the next institutional lockdown.

[REDACTED]

3. A plan for the orderly and thorough shakedown of the institution shall be developed prior to the start of the shakedown.

[REDACTED]

[REDACTED]

6. A report regarding the shakedown shall be submitted to the Deputy Director of Institution Operations at the conclusion of the search. The report shall list items and location of contraband found, any unforeseen difficulties in conducting the shakedown and any recommendations for future shakedowns.

[REDACTED]

F. Search of Personal Vehicles on State Property

1. Any vehicles on institutional grounds where accessible by an offender shall be locked when unoccupied and is subject to search, [REDACTED]
2. Such searches shall be authorized by the Shift Supervisor. [REDACTED]
3. Where the driver of the vehicle refuses to allow the search, the driver shall be directed to immediately remove the vehicle from the premises, where the driver refuses to remove the vehicle, local law enforcement shall be contacted to assist in the removal of the vehicle.

G. Documentation

The Warden shall establish procedures to maintain ICON documentation of searches of offender housing units, offender work areas, as well as general and utility areas throughout the institution.

1. This documentation shall be maintained for two years.
2. This responsibility may be delegated to the Associate Warden/Security who shall establish procedures to monitor compliance of standards governing the conduct of searches within the facility.

H. Staff Training

Staff training in proper search techniques is important so that contraband may be found and potential security breaches uncovered. Further it is important that staff is familiar with proper techniques for their own safety.

1. Specific training shall be provided to all employees on proper safeguards to take during searches to avoid potential injury.
2. Staff shall be given training on proper responses to other hazardous conditions, e.g., suspected explosive devices.
3. [REDACTED]
Staff shall be trained on how to conduct cross gender pat down searches and searches of transgender and intersex offenders in a professional

and respectful manner and in the least intrusive manner possible consistent with security needs. **(PREA 115.15(f))**

4. Staff shall always practice good hand washing techniques after searches.